

State of Connecticut  
**JOB POSTING**

Office of Governmental Accountability  
State Elections Enforcement Commission  
JOB OPPORTUNITY  
**Legal Investigator**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

Open To: Candidates on a **current exam list** or **lateral state transfer**  
Location: 18-20 Trinity Street, Hartford  
Job Posting No: **88884**  
Hours: Full Time/ 40 hours per week  
Salary: AR-25/Step 1 = \$66,608  
Closing Date: **January 13, 2013**

**Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**The preferred candidate will possess: Superior interpersonal and customer service skills to include excellent oral and written communication skills, and proficient computer literacy in Microsoft Access, Excel, and Word software programs.**

**EXAMPLES OF DUTIES:**

Coordinates and conducts State and municipal investigations for criminal and civil cases  
Coordinates and directs large-scale field investigations with State and local enforcement officials  
Conducts field investigations  
Interviews witnesses, complainants and other individuals to obtain information or evidence  
Obtains affidavits, subpoenas witnesses, gathers evidence and prepares comprehensive reports for use in administrative hearings and court proceedings  
Assists the State's Attorney's Office in preparing the State's case for trial  
Testifies at criminal proceedings  
Prepares and conducts cases for civil adjudication before the Commission or hearing officer.  
Inspects voting machines election documents and reviews procedures on investigation of contested elections  
Maintains liaison with Federal, State and local officials and with members of the public and their attorneys  
Conducts legal research  
Provides technical assistance relating to campaign financing  
Performs related duties as required by Executive Director and General Counsel

**SPECIAL REQUIREMENTS:**

1. Incumbents in this class may be required to travel.
2. Incumbents in this class may be required to possess and retain a valid Motor Vehicles Operator's license.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment for Examination or Employment (Form CT-HR-12 at <http://www.das.state.ct.us/cr1.aspx?page=13>) to:

Deborah Craig, Human Resources Specialist  
Department of Administrative Services, SmART Unit  
165 Capitol Avenue, 5th Floor East  
Hartford, Connecticut 06106

**Confidential Fax: (860) 622-4921 (preferred method of submission)**

Incomplete, blank, or late applications will not be considered. If faxing your application package, do not mail the original. Duplicates are not necessary.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.